



**DEPARTMENT OF THE ARMY**  
**PERSONNEL AND EMPLOYMENT SERVICE WASHINGTON**  
**6800 ARMY PENTAGON**  
**WASHINGTON DC 20310-6800**

JDHQS-PES

**MEMORANDUM FOR ALL EMPLOYEES IN ORGANIZATIONS SERVICED BY  
P&ES-W CIVILIAN PERSONNEL ADVISORY CENTER**

**SUBJECT: Job Application Kit for RESUMIX Positions**

The purpose of this memorandum is to inform the Personnel and Employment Service – Washington (P&ES-W) serviced population that the Northeast Civilian Personnel Operations Center (NE CPOC) updated their Job Application Kit for RESUMIX Positions. This is the only kit that applicants should use to apply for RESUMIX vacancies in organizations serviced by the NE CPOC. Applicants are encouraged to carefully review all RESUMIX instructions contained in vacancy announcements and in the Job Application Kit. The Job Application Kit is available at the P&ES-W website, <http://www.hqda.army.mil/pesw/>.

The changes to the Job Application Kit, version 6.3, dated December 2001, are:

- Page 4, next to last paragraph, changed NE CPOC link to <http://cpolrhp.army.mil/ner>.
- Page 4, added last paragraph that reads “RESUMIX ON-LINE APPLICANT RESPONSE (ROAR): You may check the status of your self-nomination for which you were rated within the last 120 days by accessing ROAR. You may also view, print and edit your most current resume. To access, go to Northeast Region Home Page, click on Tools and then on ROAR.”
- Page 15, added the following Source Codes:

Army Audit Agency	INTAAA
HQ Army Materiel Command	INTAMC
Corps of Engineers, North Atlantic (Europe)	INTATL
Hoffman	INTHOF
Military Traffic Management Command	INTMTC
Pentagon	INTPNT

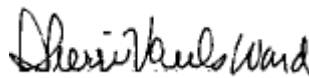
As a result of the transfer of servicing from the ANCR CPOC to the NE CPOC, effective September 4, 2001, applicants who wished to be considered for internal merit promotion vacancies within P&ES-W CPAC serviced activities using RESUMIX must submit resumes and self-nominations to the NE CPOC. Any resumes or self-nominations incorrectly submitted to the ANCR CPOC will no longer be automatically forwarded to the NE CPOC. However, the NE CPOC routinely checks the ANCR database to ensure all applicants receive consideration.

Applicants still have to check the Army National Capital Region (ANCR) ROAR, <https://ancrweb.belvoir.army.mil/roar>, for vacancy announcements closing up to November 16, 2001. For vacancy announcements closing after November 16, 2001, applicants must check the NECPOC ROAR, <https://neregion.apg.army.mil/roar/roar1.htm>.

Resumes and self-nominations are processed in order of date received. Although the CPOC is in receipt of your resume and/or self-nominations they will not appear on ROAR until they have been entered in the RESUMIX Database. The resume will appear on ROAR upon verification by the RESUMIX Team in the RESUMIX Database. However, the status of self-nominations will not appear until the servicing staffing specialist performs the rating. If you do not see the vacancy announcement number listed for which you applied, it has not been rated and you must check back at a later date. Referral lists will not be issued until all items received prior to and on the closing date of the vacancy announcement have been entered into the RESUMIX Database.

As a reminder, your resume and supplemental data are stored in the RESUMIX database until you are selected for a new position serviced by the NE, selected for a new position not serviced by the NE, or you request it be removed. This allows for easy retrieval and timely referral for vacant positions for which you submit a self-nomination. Therefore, you need only submit one properly prepared resume with supplemental data. It is not required or necessary to submit a resume for each vacancy announcement. However, resumes must be kept current and should be updated, as necessary. You must submit a new resume when there is a permanent change in your position or duties such as a promotion, reassignment, change to lower grade or reclassification to a different title, occupational series and/or grade. Additionally, you must submit a new resume when your personal information changes (i.e., name, address, or phone number). You should submit a new resume when there is a temporary change in your position or duties such as a temporary promotion, detail or acquisition of new skills. When you submit an updated resume with supplemental data, your previous resume will be overwritten.

In our continued commitment to provide advisory services to our customers, we remain available to advise on the RESUMIX process. For assistance, contact your servicing Civilian Personnel Advisory Center specialist.



Sherri Vaults Ward  
Director